

SOP#: ADHR-2

Request for Annual Leave/Scheduled Sick or Family Leave

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NCI Clinical Director Signature:

POLICY

Requests for scheduled leave (annual, sick or family) must be approved by the Office of Research Nursing (ORN) Team Lead in advance of the leave date. It is the responsibility of the employee requesting leave to ensure adequate coverage of his/her responsibilities during the absence prior to requesting leave and to communicate this to the Branch/research team and Team Lead.

PURPOSE

The purpose of this standard operating procedure is to describe the policies and procedures for requesting and granting Annual Leave/ Scheduled Sick or Family Leave/Unscheduled Sick Leave to ensure continuity and efficient conduct of clinical research while meeting the needs of the individual and the research team.

RESOURCES

- [NIH Office of Human Resources: Family Leave Policies and Programs \(Manual Chapter 2300-630-5\)](#)
- [NIH Office of Human Resources: NIH Leave Guide for Civilian Employees](#)
- [U.S. Office of Personnel Management: Fact Sheet: Sick Leave \(General Information\)](#)
- [Commissioned Officer's Handbook](#)

PROCEDURES

STEP 1: Requesting Annual Leave, Scheduled Sick Leave or Family Leave

- Prior to requesting leave through the Team Lead, the Research Nurse Coordinator (RNC) must discuss the leave request with the research team (Branch Chief, PI, investigators and other RNCs) and determine assignment of RNC coverage during the period of absence. If RNC cannot secure adequate coverage, he/she should discuss with their Team Lead.

- All requests for annual leave, scheduled sick leave (including medical, dental, or optical examination or treatment, or pregnancy) or family leave must be submitted to the Team Lead and approved in writing via email in advance of the leave date. Included in the request is the plan for coverage with their research team. If the RNC cannot secure adequate coverage, he/she should discuss with their Team Lead.
- The Team Lead will send an email to the RNC noting approval of leave.
- The RNC then enters the leave request into ITAS at least one week prior to the approved leave date.
- Prior to departing on leave, the RNC must communicate clearly and completely all information necessary to ensure that his/her responsibilities can be completed efficiently, and without interruption. This must be communicated to the research team, Team Lead and the person covering.
- PHS Officers: must enter leave requests into the electronic Commissioned Officer Resources Processing System (eCORPS). Requests will be electronically routed directly to the officer's Team Lead for approval. Officer's must communicate to their Team Lead their contact information while on any type of leave. In an emergency, a Team Lead must be able to contact the officer and have a reasonable idea of the time needed to return to their duty station if out of the local areas.
- Contractors: Will coordinate coverage for leave with their research teams and notify their Team Lead of their request and plan for coverage.

STEP 2: Unscheduled Sick/Emergency Leave

- If a RNC is incapacitated and unable to perform his/her duties, the RNC must notify the research team (PI or Branch Chief and colleague) and the Team Lead as soon as possible, preferably not later than one hour prior to the scheduled work time OR one hour prior to the start of Clinic (on clinic days) whichever is earlier, of the absence due to illness or emergency. Notification must be in the form of email or direct telephone communication. The request should indicate the reason for the absence and anticipated return date.
- The RNC must submit the used sick leave in ITAS (PHS officers use eCORPS) upon return to the duty station.
- For absences in excess of 3 consecutive workdays, or for lesser periods as determined by the leave approving official, a medical certificate or other administratively acceptable evidence to support the use of sick leave may be required.